

Role Definition

Job Title: Graphic and Exhibition Designer
Reporting To: Graphic Design Manager on a day to day basis and ultimately to the Head of Communications

The role of Graphic and Exhibition Designer is to work within our Graphic Design team. The applicant will play a significant role working across a wide range of design applications. A passion for clear design and appreciation of architecture is essential.

Responsibilities

- Assisting and designing on-screen, interactive (tablet), and print presentations; including PowerPoint, Adobe CS and similar programmes
- Creating graphic solutions for competition submissions
- Interpret Architect's drawings and ideas into comprehensive and elegant diagrams for client presentations
- Assist with curating and organising all Foster exhibitions including project management, scheduling, liaising with the venue organisers, external curators and suppliers, internal model shop, archive, architects and senior partners as necessary
- Exhibition design, including 2D CAD and 3D modelling (Bentley Microstation)
- Research potential venues and themes for future exhibitions of the practice's work
- Organise and manage all external exhibition requests, liaise with model shop, warehouse and archivist for model and object loans
- Ensuring the correct implementation of the Foster + Partners identity at all times
- Contribute, or otherwise assist, as required by the Graphic Design Manager and the Head of Communications
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Excellent organisational skills
- In-depth knowledge of graphic design applications
- CAD drawing experience
- Resilient to cope with conflicting demands and able to prioritise duties and work under pressure
- Excellent written and verbal communication skills
- Demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Trained to be a designer and/or hold a degree in design
- Able to build good relationships at all levels, internally and externally
- Ability to work with established F+P administrative procedures and standards
- Able to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Flexible attitude
- Able to work as part of an effective team assisting and supporting team members
- Attention to detail

This job description reflects the core activities of the role although there will be changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work.